

~~SECRET~~

DRAFT

EDIC/AM-
Control No.
22 November 1955

MEMORANDUM FOR: Economic Defense Intelligence Committee
FROM : Acting Executive Secretary, EDIC
SUBJECT: : EDIC Operating and Administrative Procedures

1. The attached restatement of EDIC (formerly INO) Operating and Administrative Procedures is circulated for the information of EDIC members.

2. This statement was originally approved by the INO and the EDAC Executive Committee (EDAC D-48, 25 May 1953). Minor changes have been made in this statement to bring name designations up to date and to reflect revised secretariat procedures.


Acting Executive Secretary

25X1A9a

Distribution:
Cat. B - (1-12, 14)
C - (1,2)
D - (All)
E - (1-3)
Executive Secy, IAC

~~SECRET~~

S-E-C-R-E-T

EDIC/
Attachment No. 1

Restated 16 November 1955

EDIC OPERATING AND ADMINISTRATIVE PROCEDURES

I. BACKGROUND OF ECONOMIC DEFENSE INTELLIGENCE COMMITTEE (EDIC)

In August 1952 as a result of an exchange of correspondence between the Director of Mutual Security, the Secretary of State, and the Director of Central Intelligence, and with the concurrence of the Secretary of Defense, the DWG, subsequently renamed the Economic Defense Intelligence Committee (EDIC), was established to provide economic defense intelligence support to the Economic Defense Advisory Committee (EDAC) and the EDAC Structure. It should be noted that EDIC is unique within the U.S. Government in both its administrative and substantive roles. Administratively it serves as the focal point of U.S. intelligence support for economic defense activities and as the medium of interagency collaboration. Substantively, it acts as a supplementary service facility for the review, coordination, and production of timely intelligence which is not exclusively within the mission or responsibilities of any existing agency or interagency group. Intelligence produced by EDIC is directly applicable to current or impending problems of economic defense policy or operations.

The terms of reference for EDIC have been approved by the Intelligence Advisory Committee (See EDIC/AM-21, 18 November 1955)

S-E-C-R-E-T

II. REQUESTS TO EDIC FOR INTELLIGENCE SUPPORT

In the interest of expediting both the production and subsequent security clearance of intelligence requested from EDIC, the following uniform procedures are established:

1. EDAC agencies having economic defense intelligence requirements should generally channel their requests through their EDIC representative, or directly to the EDIC Chairman, in order to permit coordination and consolidation of such requests upon producing agencies and to prevent duplication of effort which might well otherwise result.
2. EDAC working groups should channel their request for intelligence from the chairman of the group to the Chairman of EDIC.
3. All requests should indicate specifically, where possible, any further dissemination of the desired intelligence beyond the requestor, in order that the finished intelligence may be produced in such a way as to facilitate subsequent approval for release.
4. Requests should be phrased so as to indicate as specifically as possible the information desired and the use to which such information is to be put.
5. Requests should indicate the urgency of need, and specify the date by which the receipt of information is desired. This information is needed in determining how extensive a study can be undertaken within the time available.

- 2 -

S-E-C-R-E-T

S-E-C-R-E-T

III. SUMMARY OF PROCEDURES FOR THE PROTECTION AND DISSEMINATION OF
EDIC INTELLIGENCE

A. General

Policies and procedures established by the IAC and its member agencies, where appropriate, shall govern the handling, security protection, and dissemination of intelligence produced by or channeled through EDIC. All EDIC members, associate members, alternates, and observers are individually and personally responsible that information and/or intelligence coming into their possession through EDIC is given security protection appropriate to its classification and that it is disclosed only to other persons within the executive agencies of the U. S. Government who need to know and who have the proper security clearance.

There is given below, for the information and guidance of all concerned, a summary of current pertinent instructions covering the dissemination of intelligence.

B. Dissemination to U. S. Government Agencies

Single-agency intelligence submitted to the EDIC should be automatically approved prior to such submission for release to all agencies represented on the EDIC.

When dissemination of EDIC intelligence is proposed to U. S. Government agencies not represented on the EDIC, the so-called "Third Agency Rule" (Exec.Order 10290 Par. 30 c) shall apply; i.e., dissemination of EDIC intelligence to non-EDIC agencies shall be made only by, or with

- 3 -

S-E-C-R-E-T

specific authorization of the originating agency or agencies. Other EDIC agencies may recommend to the originating agency, or to the EDIC Secretariat, what dissemination of EDIC intelligence reports should be made to non-EDIC agencies.

C. Dissemination to Foreign Government Officials

1. Intelligence Produced by a Single Agency

a. Foreign Dissemination Not Authorized

When foreign dissemination is not authorized, the notation, "NOFORN", "Special Handling Required, Not Releasable to Foreign Nationals" or such other notation as may be prescribed by regulations of the originating agency, will appear on the cover and on each page of all classified EDIC intelligence reports. However, absence of the above notation does not indicate approval for release to foreign nationals.

b. Foreign Dissemination Requested

When foreign dissemination is desired, the producing agency should indicate the presence or absence of classified military information in the report. If no classified military information is present, it is the responsibility of the producing agency to obtain the necessary approval for release. If classified military information is present, the producing agency should identify it and indicate the agency(s) and document(s) from which it was obtained, in order to facilitate necessary coordination for its release with the appropriate Military Department(s).

The appropriate Military Department(s) should determine whether or not the proposed release of classified military information contained in EDIC reports which they produce or coordinate would be in keeping

- 4 -

S-E-C-R-E-T

with national disclosure policy. Non-military agencies producing EDIC reports containing classified military information should refer such reports to the Military Department(s) concerned and the latter should then determine whether or not the proposed release of the classified military information would be in keeping with national disclosure policy.

In case of substantial doubt that the proposed release of such classified military information would be in accord with existing policy, the Military Department(s) concerned will refer the question to State-Defense Military Information Control Committee (SD-MICC).

c. Foreign Dissemination Authorized

If foreign dissemination is authorized, each copy of all classified EDIC intelligence reports should bear the notation, "APPROVED FOR RELEASE TO-" followed by the name of the international organization, country or component thereof to which release is authorized.

2. Coordinated Interdepartmental Intelligence

When more than one agency contributes to an EDIC intelligence report, the Chairman of the EDIC shall designate one such agency as the coordinator of the several departmental contributions. The coordinating agency shall be responsible for determining whether or not classified military information is contained in the report, and shall follow the procedure described in IV C above.

D. Definitions

1. The term "IAC Agency" as used in this memorandum denotes the following intelligence organizations exclusive of the other components of their parent organizations:

- 5 -

S-E-C-R-E-T

S-E-C-R-E-T

The Central Intelligence Agency

The Organization of the Special Assistant for
Intelligence (R Area) of the Department of State

The Office of the Assistant Chief of Staff, G-2,
Intelligence, GSUSA

The Office of Naval Intelligence

The Directorate of Intelligence, Hq., USAF

The Joint Intelligence Group, Joint Staff, JCS

The Federal Bureau of Investigation

The Intelligence and Security Division of the AEC

2. "Military information" is used in this memorandum as defined by SD-MICC, viz., "information under the control or jurisdiction of the Department of Defense, or its departments and agencies, or of primary interest to them." Information and/or intelligence obtained from U.S. military sources or dealing with U.S. military operations or materiel should be considered "military information" until the military service concerned has made a contrary determination.

3. "Foreign dissemination" as used in this memorandum denotes the conveying of information or intelligence to authorized representatives of a foreign government. It may be accomplished by the release of documents or materiel, by training of personnel, or by oral or visual means. (Adapted from the SD-MICC definition of "disclosure to a foreign government".

4. "Single-agency intelligence" as used in this memorandum denotes intelligence which contains no contribution from any other agency of such significance as to require noting and does not indicate or warrant the concurrence or dissent of any other agency.

- 6 -

S-E-C-R-E-T

5. "National intelligence" applies only to "intelligence that covers the broad aspects of national policy and national security," such as NIS, NIE, SWIE and EIC productions; and therefore does not normally apply to intelligence produced by or disseminated through the EDIC.

IV. ADMINISTRATIVE PROCEDURES

A. Time and Place of Meetings

The Executive Secretary, with the advice and consent of the Chairman, shall arrange for meetings of EDIC and shall notify members in advance of the time, place and agenda for such meetings, which normally will be held each week on Thursday morning at 10:00 a.m.

B. Agenda

No substantive matter should be placed on the agenda for action unless the member agencies have had notice at least two working days in advance of the meeting at which the subject is to be discussed. (. . .) When possible, members should notify the EDIC Secretariat of proposed Agenda items three working days in advance of scheduled meetings. When the agenda item involves presentation of a paper, distribution of this paper should be made so as to allow at least one week for review prior to EDIC consideration. The Chairman may suspend these requirements at his discretion. (. . .)

C. Assignment of Responsibility for EDIC Production

When the EDIC determines that an intelligence study should be produced by EDIC, (. . .) the Chairman of EDIC shall assign responsibility, with the consent of the agency concerned, for its preparation. Such assignment may be made to: (1) a working group of EDIC; or (2) a member agency

S-E-C-R-E-T

~~S-E-C-R-E-T~~

of EDIC. The Chairman may, alternatively, refer the problem to the Executive Committee of EDAC, the EIC, or some other interdepartmental group when it appears to be beyond the competence or responsibility of EDIC.

When working groups of EDIC are constituted, non-members of EDIC may be invited to participate. EDIC members shall be appointed (when-ever practicable) to chair such working groups. In those instances where it proves more desirable to appoint a non-member for such purpose, it shall be the responsibility of the EDIC member representing the agency from which the Chairman is appointed to keep the EDIC advised of working group activities.

D. EDIC Papers

1. Studies prepared for EDIC shall be submitted through the Executive Secretary, EDIC, as (. .) drafts for review prior to their dissemination as final EDIC reports. Approval for release of papers so submitted shall have been obtained from source agencies by the producing agency, working group, or individual analyst, prior to transmittal to the Executive Secretary, EDIC, for reproduction and distribution. A statement that such approval has been obtained will be appended to each draft (. . .) submitted to the Executive Secretary, who will then assign an appropriate number to the (. .) paper and effect its distribution. (See also, Section III, paras. A and B) (. .)

- 8 -
~~S-E-C-R-E-T~~

S-E-C-R-E-T

2. (. . .) Drafts submitted to EDIC shall not be disseminated outside the Committee until acted upon by EDIC, with the exception that EDIC members may make limited dissemination within their own agencies on a "need to know" basis.

3. When (. .) drafts are submitted to EDIC for review prior to release to the requestor or otherwise (. .) each member, (. .) shall be requested to indicate comments or concurrence in the report to the Executive Secretary within a time limit to be determined by the Chairman. (. .)

4. The preparing agency will (.) make every effort to produce a report which represents the intelligence consensus of those member agencies having an interest in the matter or whose intelligence has been used by the preparing agency. To this end, the Chairman may appoint a (. .) working group (if the subject matter is not already within the purview of an existing (. .) working group) to review the problem and (. .) arrange for (.) preparation of a (. .) paper. (. . .) Following EDIC approval, the finished report may (. .) be (. . .) transmitted to the requestor and given authorized EDIC dissemination.

5. If time, or the nature of any dissent, does not permit development of a concurred report representing the intelligence consensus of the several members, the (. .) document may be (. .) distributed with (.) dissents, comments or additional intelligence attached(. . .).

E. Designation of Acting Chairman

It shall be the responsibility of the Chairman, in the event of his absence from duty, to designate an Acting Chairman for the period of absence. Such acting Chairman shall have the powers of the Chairman.

S-E-C-R-E-T

~~SECRET~~

F. Approval for Release of Material for Use in EDIC Papers

When material from intelligence agencies is incorporated in an EDIC paper, EDIC members shall serve (whenever practicable) as the channel through which approval for release of such material may be obtained from the producing agency, working group or individual analyst.

G. Use of EDIC (. .) Forms

Requests for intelligence production shall be submitted (. . .) on the standard EDIC Intelligence Request Form. Such requests shall be circulated to EDIC members for consideration prior to the assignment of production responsibilities. An EDIC Case Form will be circulated to members recording the acceptance of a request and the assignment of production responsibilities.

H. EDIC Document Series

The following designations are in use by the EDIC Secretariat to identify the various document series.

Symbol

- | | |
|---------------|---|
| 1. EDIC/IR | - Intelligence requests circulated for consideration of EDIC Members. |
| 2. EDIC Cases | - Requests or projects accepted by EDIC for which production responsibility has been assigned. |
| 3. EDIC/ID | - Information Documents. Papers prepared for consideration of EDIC members or circulated for information. |
| 4. EDIC/R | o Reports. This designation is used for miscellaneous EDIC reports not covered by the ID series. |

- 10 -

~~SECRET~~

~~SECRET~~

Symbol

- | | |
|------------|--|
| 5. EDIC/AM | - Administrative Memoranda. Used for secretariat announcements and notifications to members. |
| 6. EDIC/WP | - Working Papers. Preliminary drafts. |
| 7. EDIC/A | - Agendas |
| 8. EDIC/M | - Minutes |

- 11 -

~~SECRET~~